



**DEPARTMENT OF THE ARMY**  
551ST SIGNAL BATTALION, 15TH SIGNAL BRIGADE  
FORT GORDON, GEORGIA 30905

REPLY TO  
ATTENTION OF:

ATZH-TBB

3 December 2008

MEMORANDUM FOR All 551<sup>st</sup> Signal Battalion Personnel

SUBJECT: Policy Memorandum No. 7 – Prevention of Sexual Harassment

1. I have zero tolerance for anything less than providing Soldiers and civilians with working, living, and recreational environments free of sexual harassment and discrimination. Sexual harassment and discrimination violates human dignity as well as acceptable standards of integrity and impartiality required of all Army and civilian personnel.

2. Sexual harassment negatively affects combat readiness. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay or job of a military member or civilian employee and/or causes a stressful work environment is engaging in sexual harassment. The three categories of sexual harassment are verbal, nonverbal, and physical contact. Similarly, any Soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature and causing a stressful work environment is engaging in sexual harassment. Any leader who witnesses or otherwise knows of incidents of sexual harassment will act immediately. Soldiers and civilians will report incidents of sexual harassment to their chain of command, or Company Equal Opportunity Leader, Battalion Equal Opportunity Leader, or Brigade Equal Opportunity Advisor as soon as it occurs. Reporting procedures are explained in Policy Memorandum No. 8, EO and Sexual Harassment Complaint Procedures. A soldier who feels uncomfortable in filing a complaint with the unit chain of command, or who has a complaint against a member of the chain of command, may file a complaint with an alternative agency, to include a higher echelon of the chain of command, Inspector General, Provost Marshal, Medical agency personnel, Staff Judge Advocate, and the Housing Referral Office.

3. All Soldiers, regardless of rank, will receive two prevention of sexual harassment classes each year. Civilians will receive an initial class and annual training thereafter. Commanders must establish proactive Equal Opportunity (EO) programs to sensitize Soldiers in gender relations and the chain of command will be supportive and take corrective action when sexual harassment is substantiated.

4. Soldiers and civilians are responsible to conduct themselves in a strictly professional manner. All personnel in this battalion will treat each other with respect and dignity without regard to gender. Any substantiated incidents of sexual harassment will be dealt with swiftly.

5. Commanders will take appropriate action to prevent incidents of intimidation, harassment, or reprisals against individuals who file an EO or sexual harassment complaint. Should Soldiers be

ATZH-TBB

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threatened with such an act, or should an act of reprisal occur, they must report these circumstances to the Inspector General. It is strongly encouraged to simultaneously report such threats or acts of reprisal to the appropriate chain of command. The IG number is 791-4565, and may be used to report threats or acts of reprisal.

6. The point of contact for this memorandum is the Battalion Equal Opportunity Leader, SSG Steve C. Lupcho, 791-2188.

7. This policy memorandum supersedes Policy Memorandum No. 7, dated 7 July 2008.

//ORIGINAL SIGNED//  
CHARLES W. SCHRADER  
LTC, SC  
Commanding